

State of Hawaii
Agribusiness Development Corporation
235 South Beretania St., Room 205
Honolulu, Hawaii 96813
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NOTICE TO PROSPECTIVE PROFESSIONALS

In accordance with Chapter 103D-304, Hawaii Revised Statutes, the Agribusiness Development Corporation (ADC) is seeking qualified professionals to provide subject matter expertise in the disciplines listed below.

Individuals and firms will be considered for service contracts as the need arises during fiscal year **July 1, 2016 to June 30, 2017.**

- 1) Planning
- 2) Civil Engineering
- 3) Environmental Engineering
- 4) Mechanical Engineering
- 5) Electrical Engineering
- 6) Structural Engineering
- 7) Architecture
- 8) Landscape Architecture
- 9) Hydrology
- 10) Geology
- 11) Cartography
- 12) Land Surveying
- 13) Real Property Appraisal

Interested individuals or firms must submit the following items to ADC:

1. A letter of interest indicating the corresponding number for each category/discipline above, for which the firm is qualified to provide professional services. Submit one letter of interest that specifies ALL categories you are interested in.
2. Engineers-Architects: DPW Form 120 (rev 6/99) *or* Federal Standard Form 330. The DPW Form 120 can be downloaded from the State of Hawaii Forms Central website at <<http://hawaii.gov/forms/all-public-forms>>. (Click on **CIP DPW-120**).
3. Name of firm or individual, principal place of business, and location of all its offices;
4. Age of the firm and its average number of employees over the past years;
5. Education, training, and qualifications of key members of the firm;

6. Names and phone numbers of a minimum of two clients (but not more than five clients) who may be contacted, for whom services were rendered during the preceding year; and
7. Any relevant information on the firm's experience and expertise and past performance including but not limited to quality of work, cost control and ability to meet schedules.

Submittals without the above items will be considered incomplete and may be disqualified.

Submittals via email or facsimile will not be accepted.

In addition to the DPW Form 120 or Federal Standard Form 330, it is recommended that a brief list of previous agriculture-related services be submitted with the letter of interest to help determine qualification of the firm or individual.

Professional registration in the State of Hawaii is required for the provision of design engineering and architectural and/or surveying services. Firms shall have a Hawaii-licensed architect or engineer on staff when project management and construction management services are required.

All letters of interest, including submittals, must be received at Agribusiness Development Corporation, 235 South Beretania Street, Room 205, Honolulu, Hawaii 96813 **before 4:00 p.m. on June 17, 2016** in order to be considered during the fiscal year from July 1, 2016 to June 30, 2017. Submittals received after June 17, 2016 will only be considered for projects that commence from January 1, 2017 to June 30, 2017.

/s/ James J. Nakatani
Executive Director
Agribusiness Development Corporation